

VACANCY ANNOUNCEMENT
Area IV Support Activity, Pusan

Pusan Sub-Office, Area IV CPAC, CPOC, KRO, Pusan, Korea

APO AP 96259-5181

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NO. P-15-03(NAF)

18 November 2003

POSITION: Child and Youth Program Assistant, CC-1702-01 (RFT) (RPT) (2 Positions)

SALARY: \$8.20 - \$11.63 Per Hour

NOTE: Salary is subject to negotiation during selection process.

LOCATION: Youth Services, MWR-Camp Hialeah, Area IV Support Activity, Pusan, APO AP 96259-5181

AREA OF CONSIDERATION: Korea Wide, all U.S. Citizens. Applications will be accepted from all locally available U.S. citizens but appointment to position can be made only to U.S. applicants who are not ordinarily resident in the Republic of Korea.

All local applicants must submit a Local Applicants Questionnaire obtained through your local CPAC

OPENING DATE: 18 November 2003

CLOSING DATE: 2 December 2003

NOTE: This is a developmental assignment to Target position Child and Youth Program Assistant (Target Level -4), CC-1702-02. If management determines that a need for the higher grade skill exists and the incumbent meets the completion of training assessments and performance. No automatic promotion is promised or implied.

MAJOR DUTIES: Serves as a Child and Youth Program Assistant (CYPA) in one or more CYS programs. Maintains control of and accounts for whereabouts and safety of children and youth. Assists in providing and leading planned activities for program participants. Helps establish a program environment that promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Uses prepared curriculum/program materials and assists with developing a list of needed supplies and equipment. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and the Command. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events. Promotes and models safety, fitness, health and nutrition practices. Helps arrange for appropriate snacks/meals where applicable. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Provides care/supervision, oversight, and accountability for program participants in compliance with DoD, Army and local policies, guidelines and standards. Completes designated training requirements and records and tracks completed training on own Individual Development Plan (IDP). Participates in program evaluation as required.

CONDITIONS OF EMPLOYMENT: All required background checks of AR 215-3, chapter 2, paragraph 2-13i, must be successfully completed and maintained to include the initiation/completion of Child and Youth National Agency Check with inquires (CNACI). Satisfactory completion of required training must be accomplished within six months of appointment leading to reassignment to CYPA (skill Level - 3). Failure to achieve desired training with demonstrated competence may result in separation.

QUALIFICATION REQUIREMENTS: Candidate must: Possess a high school diploma or GED certificate. Be able to communicate in English (both written and verbal). Be 18 years of age at the time of appointment. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors. Possess and maintain health and freedom from communicable disease. (No convictions of child abuse, child molestation, child neglect, or battering; or drug related offense.

ORDER OF CONSIDERATION:

- Priority I: Spouse Employment Preference
- Priority II: Involuntary Separated Military (ISM)
- Priority III: Family Member and Off Duty Military
- Priority IV: Current and Former NAF Employees (CNE/FNE) and Current APF employees
- Priority V: Outside Applicant Veterans (OAV)
- Priority VI: Outside Applicants - Non Veterans (OANV)

HOW TO APPLY: (1) All applications must be submitted on DA Form 3433 with an original signature. SF-171 will not be accepted. (2) NAF priority consideration candidates must attach a copy of DA Form 3434 showing type of action and effective date of separation. Current and Former NAF employees must attach latest DA Form 3434 showing type of appointment/verifying probationary period served. (3) Current APF employees must attach a copy of SF 50 showing current appointment and verifying competitive status. (4) Military Spouses and Family Members claiming preference must attach copy of PCS orders to their application. (5) Former Active Duty Military must attach copy of DD Form 214. (6) Off Duty Military must attach to the application a letter from the Commander authorizing Off Duty Employment. (7) When education is a firm requirement for the position, copies of college transcripts must be submitted. (8) Must attach photocopy of passport showing current visa status. (9) All applicants must attach copy of Social Security Card (SSC).

FAILURE TO ADHERE TO THE ABOVE ITEMS RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration for vacancies without regard to age, race, lawful political or other affiliation, color, marital status, sex or national origin or for handicap which does not interfere with accomplishment of duties.

WHERE TO APPLY: Pusan Sub-Office, Area IV CPAC, CPOC, KORO, Area IV Support Activity, Pusan, APO AP 96259-5181, Camp Hialeah, Building #454.

The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures. Complaints may be referred to CPAC, Area IV, Taegu, Korea.

For further information regarding this announcement, please call Mr. Kang, 763-7544.



KANG, YONG-IL
Personnel Management Specialist